Approved For Release 2001/07/28 : CIA-RDP78-03578A000700010007-8

MEMORANDUM FOR: Acting Deputy Director (Administration

STATINTL ATTENTION: [redacted]

STATINTL SUBJECT: [redacted] Personnel Evaluation

1. The attached proposed [redacted] STATINTL Personnel Evaluation, has been redrafted to incorporate the comments and suggestions elicited during the Agency coordination procedure.

2. For the reasons indicated the following suggestions and comments have not been incorporated in this proposal:

a. With respect to the suggestion of the Organization and Management Service relative to simultaneous preparation of the Form 37-151, Personnel Evaluation Report and the Form 37-151A, routing sheet, this Office plans in the near future a general review of the requirements and use of these forms. Since such a review might result in other proposals for change of the forms it is recommended that this suggestion be considered at that time.

b. This Office believes that to permit substitution of a memorandum certifying that an individual's last Personnel Evaluation Report represents an adequate current evaluation as proposed by the Office of the Deputy Director (Intelligence) in the case of reassignment actions, and the Office of the Deputy Director (Plans) in the case of separation actions, would circumvent an important purpose of the report, i.e., to have a full and current evaluation of the employee at the time a major change in his career is effected.

c. Relative to the comment from the Office of the Deputy Director (Plans) on recommendations for re-employability, it should be observed that if Personnel Evaluation Reports accompany the Request for Personnel Action, Standard Form 52, in cases of separation as prescribed that the Personnel Office will not be required to elicit, by other means, certification on re-employability.

d. Relative to the final comment of the Office of the Deputy Director (Plans) it is the position of this Office that due to variations in organizational structure as between the major components that no precise level should be indicated for filing duplicate copies of the Personnel Evaluation Report. The heads of major components should indicate the procedure to be followed in their respective jurisdictions.

JOB NO. BOX NO. FLD NO. DOC. NO. 4 NO CHANGE IN CLASS. DECLASSIFY/CLASS CHANGED TO TS S C REF. ID NEXT REVIEW DATE 10-80 REVIEWER 0496 AUTH: HR 70-3 NO. PGS 17 CERTIFICATION DATE ORG. COPY OPY 37 ORIG CLASS S REV CLASS S REV COORD. AUTH: HR 70-3

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e. It is the understanding of this Office that the comments of the Inspector General were withdrawn relative to this [redacted]NTL regulation in order to facilitate the dissemination of this information [redacted]

STATINTL

GEORGE E. MELOOY
Personnel Director

Attachment

STATINTL PRDS/[redacted] (22 Dec 53)

Distribution:
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